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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 35

November 1942

NUMBER 9

Microfilm Standards

Frank Bobb

Patients Do Read!

Estelle Brodman

The Patients' Free Library, Johns Hopkins Hospital, Baltimore, Maryland

M. Theresia Chapman

Publicity for the Medical Library

Hildegarda Lemcke

A Health Department Library

Eutaw S. Horine

Highlights of S.L.A. Executive Board and Advisory Council Meetings

Published by

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VOLUME 33



. NUMBER 9

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◀ November 1942 ▶

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Microfilm Standards¹

By FRANK BOBB

Historical Society of Pennsylvania, Philadelphia, Pennsylvania

UNDER no circumstances should standardization be permitted to freeze the development of microphotography, especially at this early stage. However, it is admitted that standards should be devised to enable the purchaser of microfilm to be certain that high quality microfilm will be received, but on no account should hard and fast regulations be established that are in any way likely to retard progress. As early as 1938 efforts to freeze the technique were made at the conference of the International Federation of Documentation, Oxford, England. Recommendations were made to enforce the use of double perforated film and to establish a standard frame size. Today all our better microfilm cameras use non-perforated film and a variable frame length. Reading machines are being manufactured to use the non-perforated film. Those unable to do so are antiquated and their use is greatly limited.

It is noteworthy that technical achievement has made some fundamental contributions in the direction of:

1. Qualitative standards for film, lens and equipment.
2. Cameras for more rapid and accurate copying.
3. Devices for reading the miniature film copies.
4. Systems for storage and cataloging.

However, much must be accomplished in the technique before all problems incident upon an extensive use of microphotography can be solved. Nevertheless, until that time arrives, there is no reason why

the fullest use should not be made of the materials and apparatus now available.

FILM TESTING

Tests made by the National Bureau of Standards prove that it is not advisable to use cellulose nitrate film for permanent records. It is a fire hazard, being highly inflammable and explosive under certain conditions. The nitrate base gradually breaks down with age and gives off gaseous nitrogen compounds which attack the silver image, damage and destroy it. Cellulose acetate on the other hand is no more of a fire hazard than 100% rag paper and is durable. Our first standard requirement, therefore, is the use of only cellulose acetate film.

Early cellulose acetate film contained cellulose nitrate. Present day cellulose acetate contains only a trace of the nitrate as an impurity and this is not a serious matter. But since it is chiefly upon the claim of its usefulness in the preservation of records that microfilm has become so important, a check should be made to ensure standards of permanence. Ultimate enforcement of standards lies in the hand of the purchaser and examination for legibility of the film is important, but it is not enough. Film ("safety") supplied by manufacturers can be considered satisfactory as permanent record when it has a satisfactory folding test; ph (the degree of acidity or alkalinity is usually expressed by the symbol "ph") copper number and relative viscosity of the film. The laboratory producing the microfilm should check constantly for: (1) hardening properties

¹ Paper presented before a meeting of the Special Libraries Council of Philadelphia and Vicinity.

of the "hypo" bath and (2) residual "hypo" on the film after washing.

One method for testing film received by libraries to see if it is "hypo" free is as follows:—remove a piece of the film with a hand punch, place the film specimen on a glass slide and drop two drops of mercuric chloride solution over the specimen, observe for turbidity. (The mercuric chloride solution contains 25 G of mercuric chloride, 25 G of potassium bromide and water to make 1 liter.)

There are two different types of "safety film", positive and panchromatic. Positive is color blind, does not reproduce faithfully the color scale and photographs blues and greens poorly. Moreover, it will resolve approximately 50–70 lines per mm., whereas, the panchromatics i.e., Kodak "Microfile", Agfa "Minipan" and duPont "Microcopy" will resolve approximately 130–150 lines per mm.

When we talk of resolution we simply mean the finest lines that can be reproduced as two lines. Maximum resolution is reached when fine lines can not be detected but appear to be one line. Microfilm success or failure centers around resolution and resolving power because it is the ability of the film, lens and camera equipment to resolve fine lines that permits high reduction copying. Tests for standards in resolution are slowly being established as are tests to determine legibility of newspaper microfilm. Dr. Vernon Tate of The National Archives is contributing much in this field. But it is for us who use the equipment and produce the microfilm to check the resolving power of our own equipment in order to establish the limitations of this equipment and to plan our work so that it will not go beyond those limits. Test charts can be obtained from the National Bureau of Standards or from manufacturers of optical equipment. All test charts are similar and consist of black lines of various size on a white ground.

Photographs of these charts placed in the center and in the upper left and right corners and the lower left and right corners of the area being tested will show for that reduction ratio for which the camera is set, the resolution of (1) lens plus film plus camera equipment if examined microscopically; (2) lens plus film plus camera equipment plus reading machine if examined by a reading machine. It might be interesting to know that the limitations of lens and camera equipment are greater than that of the film now on the market; and that the difference between the low and high priced cameras is marked in the quality of microfilm produced. The better of the low-cost (\$400 or less) cameras, for example Graflex "Photo-record", falls below standard when microfilming newsprint with a reduction of more than 14-1.

READING MACHINES

Until recently devices for reading the miniature films were not seriously considered, microfilm users were content to use motion picture and lantern slide projectors. It was not until microfilms divorced the motion picture business that suitable reading machines were manufactured. There are two types of reading machines. One type uses a translucent screen, i.e., the Kodak "Newspaper Reader", the Graphic Service "Micronews Reader", Holbrooks "Newspaper Reader" and of the smaller machines, the "Argus", now an orphan, the "Optigraph", recently revived and The Society for Visual Education's reader. The other type uses the opaque screen, i.e., the Kodak "Recordak" model 8 and the new Spencer Lens reader. Of the before mentioned readers I was favorably impressed with that put out by the Society for Visual Education. It is light in weight, portable and well constructed. It is equipped to use non-perforated film and has a good screen and lens. The price is \$75.00. For a low-cost

reading machine of good quality, although not so versatile as the S.V.E. reader, the Spencer Lens reader at \$37.50 is well worth considering.

FILM STORAGE AND HANDLING

After the film is tested and satisfactory "Hypo" tests have been made, the question of proper storage for the film must be considered. First, the atmospheric conditions are vital: temperature is important but humidity appears to be the controlling factor. Acetate film becomes extremely brittle if permitted to stand in about 15 per cent relative humidity, a condition which is not unusual in heated unventilated rooms. Film should be stored in open reels on racks, or in perforated shelves or drawers, so that the air has access to all parts of the film. If a dust-free place cannot be found, the reels may be placed in cardboard boxes. Although the temperature should be around 50-60 degrees F., film will remain flexible in temperature from 40-80 degrees F., with the humidity at about 50 per cent. It is suggested that in each drawer used for the housing of film there should be a vessel containing a saturated solution of sodium dichromate.

Care should be used in handling microfilm as any film can be partially ruined by the oils and acids of human hands. For example, moist thumbs soften the emulsion. When examining film, it is advisable to wear white cotton gloves and to hold the film by the edges only. To clean film use carbon tetrachloride, but use care, as this compound tends to attack tender skin. Negatives may be coated with "Cinelac", manufactured by the American Bolex Company. This solution applied to the emulsion acts as a preserver protecting the negatives from scratches and fingermarks.

STANDARD FORMAT

A generally accepted means of indicating placement of the material on the film should be established. I suggest using

numbers, and assigning the number one to that position wherein one page is reproduced on one double frame or exposure, the material running across the width of the film; number two, to indicate two pages per double frame or exposure, the information running the length of the film; number three, one page per single frame or exposure, the information running the length of the film; number four, two pages per single frame or exposure, the information running the width of the film.

A standard format should be followed. This is required with books and so should it be with this method of publication. I suggest the following:—the first exposure should be the macroscopic image "START"; the second exposure should reproduce the title card giving name and address of the institution microfilming the material and the date filmed; the third exposure ought to give the title of the material filmed (this can be the order form of the institution) and any restrictions as to its use. A centimeter scale might well be placed at the bottom of the material copied and rephotographed whenever the size of the copy changes. If two blank spaces are left where pages are missing or following mutilated pages, splicing will be possible, should the missing material be discovered later. A macroscopic number in sequence ought to appear every thirty exposures when unnumbered material is filmed. A macroscopic image "END", should indicate the end of the filming.

CATALOGUING MICROFILM

The problem of devising a satisfactory method for cataloguing microfilm is acute, but I believe that the one used at The Historical Society is worth noting. Films are stored in 100 foot reels with a chemical pure paper leader spliced to the beginning of each film. This leader serves as an index and protective covering around the film. The first exposure on the reel is a macro-

scopic image stating "START REEL NUMBER 1" or whatever reel number it happens to be, the second exposure is the title card giving name, address and restrictions, the third exposure is a macroscopic number 1. After each 25 exposures the next number in the sequence appears. At the end of a reel there is a macroscopic image "END REEL NUMBER 1." The exposures between any two numbers are treated decimally i.e., the sixth exposure following "Number 7" would be 7.6. This method has been found to be quite flexible as the number need not appear at any set position upon the film, but can be placed wherever desired through the use of the decimal.

A good example of instructions for microfilming outside orders is that used by University Microfilms which reads:

A. Fill out title card with necessary information using black crayon and photograph at beginning of each volume. Leave two blank frames between title card and book itself. Choose size which will fill frame. Use order number where form calls for number.

B. Use microfilm double perforate film.

C. Exposed film should be in following sequences. Single frame—beginning of book at top, progressing to bottom. Double frame—from left to right.

D. Start with lowest volume number. Leave six blank frames between each number if single frame is used; three frames if double frame is used.

E. Photograph a scale, in inches and centimeters, laid across title and repeat title without scale.

F. Take every page with any information on it. If for any reason it is necessary to retake any portion

to be spliced in, expose two preceding and following pages at each end of new strip.

G. If book can be photographed at reduction ratio of 12-1, or less, use single frame, unless type is small or indistinct. If ratios in excess of 12-1 are required, use double frame to double spread. Fill frame as much as possible; in other words use lowest possible ratio in line with above instructions.

H. Film should have a background density of 1.2-1.6 if possible, with letters clear.

I. Expose title card and words "the end" at end of each volume.

J. Leave four inches between each new title.

K. Return one copy of order with film.

L. Report any defective volume or pages and any parts ordered which are not photographed.

CONCLUSION

May I say in closing that microphotography is indeed in its infancy as the results achieved by Dagron during the siege of Paris during the Franco-Prussian War in 1870 have seldom been surpassed. In the Henry E. Huntington Library there is a piece of Dagron's film $2 \times 1\frac{3}{16}$ inches containing 16 newspaper sheets of three columns each, the type being about the same as modern newsprint, approximately 7 point. A section of this film was enlarged 32 diameters and the image was found to be very legible. Here is an example of the most efficient use of microphotography. It is well to keep in mind when diehards sarcastically question the permanence of microfilm that this film is over seventy-two years old and is still going strong.

SEVEN THINGS TO REMEMBER

The Value of Time

The Success of Perseverance

The Pleasure of Working

The Dignity of Simplicity

The Virtue of Patience

The Improvement of Talent

The Joy of Originating.

MARSHALL FIELD

Patients Do Read!

By ESTELLE BRODMAN

Reference Assistant, Columbia University Medical Library, New York, New York

A STORY is told about the effervescent ex-mayor of New York City, Jimmy Walker, which deftly illustrates the average person's view of the importance of books in shaping the lives and destinies of the world. A committee of citizens called on the mayor to complain about the type of books the New York Public Library was buying. "Ladies," Mr. Walker said, "No one was ever ruined by a book." Librarians, on the other hand, especially hospital librarians, may be said to go to the other extreme. To their way of thinking, each book exerts a definite influence on readers—a therapeutic or a baleful influence as the case may be, and they have invented all sorts of rules for their probably only pseudo-scientific game of "bibliotherapy," even building up an elaborate vocabulary. The objection to this system is that it classifies each book as "good" or "bad" *per se*. But from whatever angle you look at it books are not irrevocably "good" or "bad." They are only "good" or "bad" in relation to the particular patient reading them. Thomas Mann's *Magic Mountain* may be just the book for one patient but harmful and unsettling for another. Patients' librarians, therefore, should study not books, but people. When Alexander Pope said "The proper study of mankind is man," he did not have librarians in mind, but they might well follow his advice in administering their libraries.

¹ Abridgment of a speech given at the Training Course for Hospital Volunteers, at the Junior League of the City of New York, New York.

PATIENTS AS READERS

There are about eleven types of readers in the wards of a general hospital: very sick patients, apprehensive patients, somewhat mentally unbalanced patients, old people, busy housewives, mothers, business men, young children, adolescents, students and non-readers—in other words, the whole gamut of humanity. What type of books are needed to make these people happy?

Let us consider first, the very sick patients. Like sick people outside the hospital, sick patients tire easily, cannot concentrate for long and feel that anything beyond their bodies is supremely unimportant. To give them a book such as Thomas Mann's *Beloved Returns* or Sholem Asch's *Nazarene* is entirely useless. These books are too long and involved. Much better for very sick people are collections of short stories or essays:—E. J. H. O'Brien's *Best short stories* or Carl Van Doren's *Anthology of world prose*. On the other hand apprehensive patients can be helped either by books, explaining the strange, bewildering life about them in the hospital, into which they are suddenly thrust without compass or guide, or by those which are purely escapist literature. Mrs. Lorraine Maynard and Laurence Miscall's *Bellevue* is a book which will reassure the patient and Robert Nathan's *Portrait of Jennie*, a novel of the escapist type.

It is unlikely that the majority of patients' librarians will come into contact with distinctly psychotic patients, for

these are usually hidden away in state psychiatric institutions. But we must not forget the close interrelationship of the endocrine glands and personality disorders, nor how many people are on the "lunatic fringe." For patients with Graves' disease, exciting books should be replaced by the more quieting, if duller, ones. Essays are good, whether they are written by Charles Lamb or by Lin Yutang. However, one of the compensations for anyone having low blood-pressure is that literature usually condemned is good for him. Here is the patient to whom can be safely given the goriest adventure story or the "hottest" love tale with impunity. Books which leave most people abnormally excited bring our lethargic patient to normal.

Hospital librarians who seem to find it particularly difficult to discover material for older patients, tend to recommend books about the after life. This is just what the patient is trying to avoid. I have yet to find an old man interested in S. E. White's *Unobstructed universe*, or one not interested in books about the days of his youth and early manhood, when all the world was bright and fair before him, and when there was strength in all the parts of his body. Such books as Parker Morrell's *Lillian Russell, Era of Plush*, Edith Wharton's *Hudson River Bracketed*, or the many books published explaining the Victorian and Edwardian eras are read eagerly by older people.

When first working in a hospital library one is astounded by the number of light romances read by the women, and the number of sea, western and adventure stories read by the men. The reasons for this universal urge to read romances and adventure stories is an attempt to live vicariously. Few women ever find adult life as thrilling as their view of it as an adolescent. There is too much dishwashing and cleaning and too little moonlight and soft music. For the man who prosaically proceeds to the office each day and then

goes back home again in the evening, life has few of the thrills of his young dreams. Even when he is not in a hospital bed with a fractured kneecap or a kidney ailment, he cannot leap on to his horse, ride down to the sea, jump into a boat, and sail dangerously into the midst of the pirate's lair just in time to rescue the fair damsel. But he would like to do this just as his wife would like to live a more romantic existence and so both turn to books for their vicarious, happier lives.

There is one type of hospital patient who is easily satisfied. I refer to new mothers. They want books on bringing up baby, or books on knitting and house-keeping, or novels that have a happy ending. C. A. Aldrich and M. M. Aldrich's *Babies are human beings*, A. H. Arlitt's *Child from one to twelve* and K. De Schweinitz's *Growing Up* are read with avidity. Here Emily Post is also a best seller.

Everyone has met the patient who frets and fumes in his hospital bed-of-thorns. He is confident that his business is going to ruin while he lies there helpless. What can a patients' librarian do for such a man? To "soothe his melancholy" a book about business can be suggested such as Alan Nevins' *John D. Rockefeller* or Oliver Gramling's *AP; story of news*. If the man has a hobby, as for example miniature camera work, ship models or opera, the problem is easily resolved. There is Irving Kolodin's *Metropolitan opera, 1883-1935*, W. D. Morgan and H. M. Lester's *Miniature camera work*, J. W. Krutch's *American drama since 1918* or the many how-to-do-it books. If he is interested in politics, there is Harold Laski's *American presidency*, and John MacCormac's *Canada; America's problem* and Craig Thompson and Allen Raymond's *Gang-rule in New York City*. If he is an amateur scientist, how about J. D. Ratcliff's *Modern miracle men*, L. T. Hogen's *Science for the citizen* or Edward Kasner and James Newman's delightful

game with abstruse mathematical concepts, *Mathematics and the Imagination*?

When an adult is given a book which he does not like, the chances are he will put it aside and pick up another one. But when a child is given a book he does not like, he has a tendency to transfer his dislike of the particular book to a dislike of books in general. For this reason giving books to children is a delicate and vitally important matter. No rules can be laid down *a priori*. In general it is wise to give children books a little more difficult than those to which they are accustomed and yet not so difficult that they are faced with an unresolvable dilemma. Parents are continually being surprised by adolescents. Junior, who has always been a normally good child, suddenly takes to advising father on stocks, and Sister criticizes mother's hair-do and the living room curtains with the same ferocious aplomb. Especially in their reading do these adolescents worry their parents. On Monday, they read the *Rover Boys* books, and, on Tuesday, they are buried in the most sophisticated of our modern gangster-moll stories. Librarians tend to take this with more equanimity than parents but hospital librarians are still occasionally bothered by the phenomenon.

Students in a hospital are fairly easy to please. They know what they like and their tastes are usually so catholic they can enjoy a good substitute if the particular subject they want is not available. It is students who are especially interested in books like Mortimer Adler's *How to read a book*, or Abbé Dimnet's *Art of thinking*. Students as patients tend at first to put on

airs to impress the librarian and the first few times the book cart comes around will pick out the more "scholarly" items. Before long, however, they break down and go in for an orgy of detective story reading.

There are some people, happily their number is decreasing as education seeps through to all classes, who cannot read. They may be too embarrassed to confess this fact and may leave the impression that they are just "ornery." For these patients, the librarian might well load some picture magazines upon the truck—*Life*, *Look*, *Pic*, the *National Geographic*—as well as puzzles or games. Even if these people cannot read, they still need to be amused, and a library which stops merely at the giving out of books is losing a great opportunity to spread its work beneficially.

CONCLUSION

Throughout this paper one fact has been stressed:—the book should fit the patient. According to this concept, the patient becomes the earth around which the other planets turn as in the old Ptolemaic egocentric geography and books and librarians alike are judged only in relation to the patient. In order to be successful purveyors of happiness to the patient, the hospital librarian must come out of her library, take a deep breath of fresh air and enter wholeheartedly into the life of the hospital and of the patient. Only by studying the patient can the patients' librarian become worthy of being classed with the doctor and the nurse as an alleviator of pain.



The Patients' Free Library, Johns Hopkins Hospital, Baltimore, Maryland¹

By M. THEODOSIA CHAPMAN, *Librarian*

THE Patients' Free Library of the John Hopkins Hospital is indeed a special library, more so than any hospital library I have been able to discover. However there are six distinct peculiarities which differentiate it from most special libraries:

1. Our readers are sick.
2. They are uprooted from normal routine and surroundings and are deposited in an unfamiliar place with a completely new schedule.
3. Books must be taken to the reader, instead of the reader seeking the library.
4. The purpose of a patients' library is to bring recreation, in order that the patients may be satisfied emotionally as well as made comfortable physically.
5. Our readers do not come to us with a definite plan of reading in mind. We must stimulate interest in those who are completely absorbed in the condition of their bodies.
6. We must be sensitive to the spiritual needs of the patients and call their attention to our visiting clergy service.

Already there is apparent one distinction outside the responsibility of most hospital libraries. That is our clergy service. Mr. George McGaw of Baltimore left securities to the hospital with the stipulation that some of the interest be used "to procure variety and religious work in connection with the hospital . . . undisturbed, nevertheless, by sectarian influence, discipline or control". In 1923 the Director of the hospital conferred with the Chief of Social

Service and appointed a religious worker to the wards. They suggested that she go with an armful of books, because reading material would best provide an opportunity to talk with the patient and to know him better. As a consequence, today the worker has the dual function of librarian and religious worker. The clergy staff consists of three Roman Catholic priests and nine Protestant clergymen. A blue card in the hospital mail to new patients informs them of the library and clergy service. If a patient desires a clergyman to call for a friendly visit, to discuss a problem or to administer the Sacrament, he signs his blue card and gives it to the nurse in charge. The clergy staff served 5,462 patients during the year ending April 1941. Every month during the past year the number of patients desiring clergy service has increased.

Our library contains 3,600 books, all donated. Last year we moved from a small, cramped room into a much larger and more attractive one. A Jewish gentleman who had never been a patient in the hospital became interested enough in our work to contribute a large service desk made according to our specifications, if the hospital would supply new shelves and paint for the room. To supplement the books given by patients, staff, employees and interested persons on the outside, we now have \$100 a year for the purchase of books from the same fund that pays our salaries. A member of the Women's Board who is on our Library Committee gives a sub-

¹ Rewritten from a talk given at a meeting of the Baltimore Chapter, Special Libraries Association, April 29, 1942.

scription to the Book-of-the-Month and several magazines. On this basis we serve about 900 patients and take the bookcart to about 600 once a week. To the majority of the wards, we push the cart twice a week. Our circulation averages about 1800 per month or 22,782 last year.

For patients who have exhausted our resources or want technical books, we call on the Stations Department at the Enoch Pratt Free Library. Our abundant requests for Spanish, German and other foreign books are also supplied by it.

The staff of the library consists of two paid workers and seven volunteers. For the latter, we give a training course once a year and endeavor to make them realize the importance of their good work. Our methods are as simple as we can possibly make them. Books are arranged on the shelves in the following groups: fiction, short stories, humor, literary, philosophy, art, poetry, drama, mystery, history and government, science, biography, travel, classics, religion and juvenile. In a smaller room off the main reading room are the stack shelves and a special reading shelf for the visiting clergy staff and some periodicals of the social service department. Our catalog consists of an inherited and now complete title file with a breakdown by subject classification. As patients' requests indicate the need of a new classification, we make it. We do not as yet have a complete author file, but are working on it as time permits.

Bookcarts and actual visits to the wards are carefully arranged. The cart will contain an assortment of religious reading, biographies, travel, a few scientific books for the layman, short stories, humor, mystery, romance and poetry. The cards of books given out on the last trip to the wards are looked over to refresh our memory as to what circulated to whom. In selecting books for the truck we keep always in mind the type of ward we are about to visit: private, public, white,

colored, medical, surgical, mostly literate or illiterate, men, women, children, young or old people. We make a mental note of patients who have special likes, dislikes or pet authors. The private patients generally want a book that was reviewed in last Sunday's paper or one about which everybody is talking. Patients in the public ward may desire something that just appeared in the movies or was condensed into a radio play. The magazines to be circulated are selected carefully for appropriateness. Finally, we make sure that we are equipped with writing materials, the cards for books already out on the ward, and the key to the bookbox shelved there. Before each visit to the patients with new books, we consult with the nurse in charge as to condition of patients, reactions to books left at last visit, best approach, etc. Our manner must be friendly, informal and different from that of the nurse and doctor. Perhaps our method and approach can best be visualized from the instruction sheets prepared for volunteers, which I am including in the hope that they may also be of interest to other hospital librarians.

TRAINING PROGRAM FOR THE VOLUNTEERS

"Absence of occupation is not rest
A mind quite vacant is a mind distress'd."
—Cowper

The librarian appears, not as an inquisitor with a book in which to note answers to personal questions, but as a friend, prepared to listen to the patient in an unofficial capacity and to talk about books and magazines. Among the sick and uncomfortable, we must stimulate interest. We must extravert their aim, stimulate the imagination of patients, modify their attitudes and encourage any healthy aims that have arisen. Many of our patients are easily embarrassed, shy, self-conscious and have their inferiority feelings greatly accentuated in the presence of others whom they consider more adequate in-

tellectually and socially than themselves. Reading is an emotional outlet.

It is extremely difficult to estimate the reading interests and tastes of another individual but we must try to keep in mind that books are appreciated for their style, emotional appeal, humor, charm and music of the words. The librarian is an interpreter of these books.

Obviously, the first thing to do is to discover what are the patient's interests and what reading matter he thinks he wants.

1. Say good morning or good afternoon. Instead of "How are you?" try "You are looking better today, or "fine," if it's true, or "I hope you are fine today."

2. Put your ego in the background—forget your taste in reading.

3. Have a non-questioning approach.

4. Be sensitive to patient's mental alertness, physical condition and his outlook.

5. Be on the watch for indications of his educational and social background to give a clue as to his reading tastes.

6. Look over the bookcart and if nothing "clicks" for a suggestion, think of the books in the library. Haul out your mental file and nimbly thumb through it.

7. Accept any suggestions made by the patient. If you think something else better, suggest it along with patient's selection.

8. It is often helpful to find out where a patient is from and suggest a book describing that part of the country.

9. Do not suggest books above person's reading level unless he asks for something to improve his mind. Even then, choose a subject in which you know he is interested.

10. Do not assume an enthusiasm for a book which you have not read. Be honest and tell what reliable persons and dependable reviewers have said and, therefore, you recommend it.

11. Do be enthusiastic about a book you have read and believe fulfills the needs of the patient. The lid is off then—blue ribbon and palms to you.

12. Avoid books on psychiatry, psychology.

13. Do not feel called upon to carry the torch of higher education and try to impose the classics on everyone. Make sure he is ready for them. Some are appropriate for anyone.

14. Do not try to reform. If a patient wants only a *True Story Magazine*, slip in a *Cosmopolitan*, *Red Book* or *Good Housekeeping*. At the same time, suggest a story written by an author, one of whose romances was just made into a movie or heard on the radio, etc.

15. Inculcate interest not only in books but in writers of books. It is surprising that many readers will remember the title of a book but not the author and know little or nothing about the author. If a book is of sufficient merit to achieve recognition, so is the author.

16. Encourage patients to think when they read; to assume both a critical and interpretative attitude; to know how to select the best; and to assimilate what they read.

17. Do not limit the number of books a patient may take provided: (a) he is not reading to the exclusion of all other activities, and (b) the books do not stay unread on the bedside table or radiator. Use tact in limiting the number. If you discover he is not reading them, suggest they may be renewed this time, but that you will have to collect them on your next visit.

18. Be eager to take reserves on books you do not have with you.

19. Plan a patient's reading even though he is unaware of it. If one subject and period interest him, make books of travel, biography, etc., appealing as well as the novel. Give him a balanced diet.

20. Do not linger unnecessarily at the bedside. Let him realize your work is planned and your time valuable. A long visit may tire him.

21. If the patient looks forward to a long and tedious convalescence and if he wants to study up on his job or for a new one, encourage him.

22. Listen to the suggestion of the nurse for diagnosis and type of reading suggested by the doctor. Exercise your skills and see that this request is adhered to strictly, allowing the patient to believe he has made the selection.

23. Go to the nurse each time you take out the bookcart and ask her if there are any requests. In time she will expect this and plan for you.

And to the volunteer:

1. Be discriminating in your own reading tastes. Read enough publisher's blurbs and reviewer's "sugar syrup" to discover that they are more interested in selling the book than in the accuracy of their statements. Every book cannot be "the" book of the year. Sooner or later, you will get best-seller colic if you continue to check off as read each one of the new novels.

2. Finally, a genuine love of books is infectious. "Keep fresh with good reading".

Publicity for the Medical Library

By HILDEGARDE LEMCKE

Librarian, St. Luke's Hospital, New York, New York

THE medical library should reach every department of the hospital. It should aid in the education of the staff and stimulate research. In order to accomplish this it is necessary to publicize it frequently, especially if the library is not connected with a university. Miss Mildred V. Naylor's excellent article, "How to Advertise Your Library"¹ and Mr. William D. Postell's "Stimulating Interest in a Medical Library"² have both given valuable suggestions for activities. St. Luke's Hospital, New York City, has employed various methods to acquaint the staff with the resources of the Hospital.

Exhibits are one of the quickest and most effective ways of carrying messages to the staff. Almost all exhibits require research which opens up new channels of service and brings valuable contacts to the library. Much free material may be obtained from museums, educational institutions and other sources. A bibliography should always be included and a note-book furnishes an interesting record of achievement. If professional show-cases are not possible, a glass instrument case with electric lights installed inside makes an excellent substitute. The most popular exhibit at St. Luke's was "The Story of Old St. Luke," which was held when the library was first started. This presented

much historical material and helped to educate the workers. Each director had a special section showing developments of his time. The history of the nursing order, the first American Protestant Sisterhood, was a unique chapter. The story was brought up-to-date by displaying the war medals of the staff and also their publications.

When the dentistry collection was added, the work of the Dental Department was featured as the dentists are often the "forgotten men" in a medical library. This Department supplied x-rays and photographs of its work, while colored charts showed the development of the teeth. Other pictures told the history of dentistry.

The display of the development of drugs was a colorful picture with its background of the Crusades and exploration. Animal, vegetable and mineral drugs, crude apothecary tools and views of gorgeously decorated old apothecary jars were to be seen. A gift of raw drugs for this occasion was a welcome addition to the materia medica course for nurses.

With the advent of war, additions were made to the military surgery collection. These demanded publicity. With toy soldiers a scene was enacted showing a wounded soldier in a tent with doctor and nurse in attendance. Posters showed developments in surgery and in military hospitals since the First World War. Besides these displays, a photographic exhibit of the work of the staff is held each year. Many artistic and beautifully ex-

¹ Naylor, M. V.: How to advertise your library, *Bulletin of the Medical Library Association*. 30: 327-332, July 1942.

² Postell, W. D.: Stimulating interest in a medical library, *Bulletin of the Medical Library Association*. 29: 141-146, March 1941.

cuted photographs are displayed and these never fail to win interest.

In building up a library, especially when the budget is limited, as in most cases, it is very difficult to obtain the medical classics. Sir William Osler has aptly said "I should like to see in every library, a select company of the immortals set apart for special adoration." In order to start such a collection, a request was made to the staff for donations, and many members gave valuable books from their own shelves, with the result that the Library was richer for a subscription to *Medical Classics*. A medical picture file was begun at this time to which material is constantly being added.

On the sixth anniversary of the founding of the medical library a tea to celebrate the event and to foster interest in the development of a medical museum was held. The visitors viewed at this time, among other interesting objects, a case of amputating instruments used in the Civil War, the gift of a staff member. Donations

of all sorts followed, and thus the museum was started in a small way.

By these various means the library has been publicized and staff members have contributed generously. To them the librarian owes a debt of gratitude. The preparation of exhibits and the various projects developed have been most stimulating and have resulted in obtaining much valuable material. But after all, good-will and efficiency are still the foundation stones of effective library service.

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A Health Department Library

By ESTHER S. HORINE

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THE purpose of developing a centralized library in the Baltimore City Health Department was to make the collection of special literature easily accessible to all bureaus and divisions in the department; to create a clearing house for exchange of the material which was received by individual members of the department; and to bring current periodicals to the attention of members of the staff. Mere access to books does not necessarily arouse active interest in them.

Physicians, nurses and sanitary inspectors are so busy with their specific duties that they take little time to become familiar with current public health literature. The reading interest of the health worker is quickened, his enthusiasm is stimulated and his usefulness in his special work is enhanced, when recent medical, public health, social welfare and related subject publications are read and those articles which relate to his immediate field of interest are carefully studied and applied.

Sir William Osler said "A physician who does not use books and journals, who does not need a library, who does not read one or two of the best weeklies and monthlies, soon sinks to the level of the cross-counter prescriber, and not alone in practise but in those mercenary feelings and habits which characterize a trade."¹ These same principles can be applied also to the health worker who must be just as alert and aware of the ever changing conditions in his own specialty. A well organized efficiently administered library provides the tools necessary for this constant study and improvement.

HISTORY

The Health Department has an extensive collection of valuable reference data in its books, periodicals, pamphlets, reports and miscellaneous publications. This collection was first segregated and housed in three main divisions located in the Medical, Sanitary and Laboratory sections of the department. Other minor collections were kept in the offices of the various bureau directors. In order to make this material more readily available to all, it was planned to centralize the library collection in one large room and to administer its use as a single unit. Such a project required additional physical facilities such as floor space, stacks, card systems and filing cabinets. It was found that an appropriation of four thousand dollars would be necessary to carry out the plan. The request for the appropriation was made to the Board of Estimates but because of urgent needs in medical affairs in the city, the request was not granted. Since it was not possible to secure a single physical library unit with adequate facilities, a single operating unit was established in the Library of the Sanitary Section which

was the largest and most convenient space available in the department.

In 1936, the Works Progress Administration approved a project for the City Health Department and assigned a supervisor, holding a Bachelor of Arts degree, two typists and six workers. To ensure the success of the project, care was exercised in selecting personnel to administer the work. All employed were high school graduates, many of whom had some knowledge of library procedure. Miss Isabel Towner, Librarian of the National Health Library, New York, N. Y., at the request of the Assistant Commissioner of Health, made a survey of the Library project before the work began. Upon her recommendation a subject classification scheme was chosen, based upon the Boston Medical Library system. This was followed as closely as possible and each section library was catalogued and an adequate card index to all material made.

PUBLICITY

In order to acquaint bureau directors and others of the staff with the library facilities and to stimulate interest in the library services, a weekly bulletin was prepared and sent to all departments. The bulletin listed material received and was arranged by subject. The facility with which the librarian could locate the special material in which the staff member was interested was invaluable. At the same time each member of the staff could readily review the contributions in related fields and bring them to bear on his own problems if they seemed applicable. The preparation of the bulletin entailed extensive and careful work. It was necessary for the librarian to visit the offices of bureau directors each week to inspect the material that had been received and to make a record on an index card of each item to be included in the bulletin. A notation was made at a convenient place

¹ Camac, C. N. B.: *Counsels and Ideals from the writing of Sir William Osler*, Second edition, Houghton Mifflin Co. N. Y., 1929, p. 160.

on the card indicating the bureau in which the material was located, if it was not filed in the library. By reference to this symbol the librarian could instantly determine the location of any printed article in the department. This proved very helpful to the various bureaus in carrying on their work along any and all special lines. As an illustration of how the system works an article on "Undulant fever," filed in the Bureau of Milk Control, was needed by the Bureau of Communicable Diseases, and *Science*, received by the Bureau of Vital Statistics, contained an important paper on food control measures. Reference to the index readily located the articles and the filing symbol revealed where they were located.

MATERIAL AVAILABLE

During the course of one year the department received 2,906 pieces of literature and the circulation for the year showed a grand total of 14,868. The tools, so necessary for health workers, such as: *The Index Medicus*, *American Journal of Public Health*, *Journal of the American Medical Association*, *Canadian Public Health Journal*, *British Medical Journal*, *Industrial Medicine*, *Engineering and Industrial Chemistry*, *Chemical Abstracts*, *Journal of Infectious Diseases*, *Public Health Reports* and many other periodicals are subscribed to by the department. All books, pamphlets and journals are catalogued and filed as they are received so that they are immediately for use. When requests are made for material not located in the Health Department Library it is promptly located and borrowed from some one of the splendid libraries in Baltimore.

CIRCULATION AND DISTRIBUTION OF MATERIAL

When the library was organized, its development and care was placed under the administrative direction of the Assistant Commissioner of Health and it was

under his guidance and at his suggestion that the distributing list was devised. This was done by requesting each staff member to prepare a list of current material of specific interest which he desired to receive regularly. The Assistant Commissioner reviewed these requests and supplemented each list with the names of periodicals, which in his estimation would contain information of special value to bureau directors. These lists naturally changed as individuals requested additions or withdrawals of periodicals that did or did not meet their particular needs.

In order for recent literature to be of immediate service to those interested, a circulating system, or routing method, was inaugurated. This method is as follows: When a periodical is received, it is placed in an envelope with a routing slip pasted on the outside, on which the names of the persons who are to receive it have been checked. This is delivered to the person whose name appears first on the list and passes progressively to the last person on the list who returns the journal to the library. If there is any fault to be found in this system, it is that one person may hold the periodical for too long a period of time and so deprive the next person from receiving it as promptly as the individual or the librarian wish.

CLIPPING SERVICE

Current newspaper articles on health matters which are of scientific interest are collected from certain sources. Four local and one New York newspaper are clipped daily for all items pertaining to health subjects. These articles are sent to the staff members whose field of work they cover and upon return are filed in the library. Two clipping books of Baltimore City Health Department items are kept each year for the executive office. These have proved to be of value as reference material.

SPECIAL COLLECTION

For the convenience of immediate use all laws pertaining to health were extracted from the Baltimore City Code and the Maryland Annotated Code. The laws were carefully indexed in great detail, mimeographed and bound in book form. Five volumes have been completed to date as follows:

1. Public Health Law, Part I. City Charter. Extracts from the City Charter and Public Local Laws of Baltimore City (1927 edition) Which Concern the Commissioner of Health.
2. Public Health Law, Part II. City Health Ordinances, Including Article 16 of the Baltimore City Code of 1927 and Health Ordinances Passed and Approved since May, 1938.
3. Public Health Law, Part III. City Health Ordinances, Extracts from the Baltimore City Code of 1927 other than Article 16.
4. Public Health Law, Part V (a) and (b). Laws of Maryland Relating to Public Health, Article of, Article 43 and Article 58 in The Annotated Code, State Laws of Maryland and Health Laws enacted since June 1, 1935.

The importance of these books is evident to anyone who has had to make a search in a volume the size of the Baltimore City Code for a public health regulation buried among various legislative measures, printed in the sequence in which

they were adopted and not in anyway related to each other. Requests for these books of Public Health Laws have come from all parts of the country and abroad and if one can judge by the letters received, the Baltimore City Health Laws have been used as a pattern for similar legislation in China.

CONCLUSION

The special library has proved itself wherever it has been tried. To those who have had the advantages of the Health Department Library there must have come a consciousness of its valuable services to the health worker. Not only does it facilitate the work in each department but it makes for progress and greater efficiency generally in the broad field of public health. It must be admitted, however, that its beginning was modest and that it is now barely adequate to present needs and because of limited physical facilities lacks desired volume. Constant planning to keep abreast of current developments in health literature, gradual expansion of services to include every vital activity and concentration of library administration under more favorable physical facilities are the ultimate goal.

Highlights of S.L.A. Executive Board and Advisory Council Meetings

A TWO-DAY session of the S.L.A. Executive Board and Advisory Council was held in the Pennsylvania Hotel, New York, N. Y., on October 16 and 17, 1942. Friday was devoted to a meeting of the Executive Board and the Chairmen of some committees. On Saturday were meetings of the Executive Board, Advisory Council and Committees.

On Thursday afternoon and evening there were meetings of the Finance Committee, the Publications Governing Board and the Committee of Three appointed at the June Executive Board meeting to survey certain situations within the Association—particularly the group set-up and the functions of committees.

At the Executive Board meeting on

Friday aside from routine matters, the Executive Board received and discussed the report of the Finance Committee, the report of the Publications Governing Board, the work at Headquarters office, the progress report of the Committee of Three, the publication of *Special Libraries Resources* Vols. II, III and IV and the installation of a double entry bookkeeping system at the Executive Office to simplify the records of the various accounts of the Association.

COMMITTEE OF THREE

The progress report of the *Committee of Three*, presented to the Executive Board on Friday, was also presented to the Advisory Council meeting Saturday morning. The Committee made tentative recommendations involving our present membership make-up, such as a possible raising of dues for associate members, for limiting group affiliations and for a new class of sustaining membership. The Executive Board instructed this Committee to continue its study and to present definite recommendations at the next Executive Board Meeting after which these, as and if approved by the Executive Board, will in accordance with our Constitution be forwarded to all members of the Association for consideration prior to any action at the annual meeting. These recommendations are the concern of all members and only their vote can put them into effect.

SPECIAL LIBRARIES RESOURCES

It was voted by the Executive Board to have three of its members prepare a budget estimating the amount of money needed, over and above the money at hand and in prospect, to publish volumes II, III and IV of the *Special Libraries Resources*, and to present this budget with recommendations, possibly for a grant, to the Executive Board for approval. The

consensus of the Board members was that the publication of these volumes would be a vital contribution, especially at this time, and that they should be published as soon as possible, providing the necessary funds were available.

PLACEMENT SERVICE

The Secretary of S.L.A. reported that she is receiving a great many calls for librarians with technical training. Some of these calls are for concerns or war departments starting technical libraries. The files for such applicants are being depleted due to appointments. If you are a librarian with technical training or experience and wish to change your present position, please write to Mrs. Stebbins. She will send you an application blank to fill in.

ACTIVITIES OF CHAPTERS, GROUPS AND COMMITTEES

Reports of Chapters all stressed their participation in war activities programs and cooperation with national, state and municipal defense councils. Several Chapters reported outstanding activities other than those allied with war and defense. *Baltimore* is preparing a check-list of services subscribed to by member libraries. *Boston* sponsored an exhibit of technical books at the Boston Book Fair, held October 19-22, 1942. Boston Chapter is also compiling a list of its members, the first since 1927. *Illinois* is preparing a Union List of Periodicals and Services in libraries not represented in the Wilson compilation. This Chapter is also co-operating with the Chicago Library Club in revising the 1933 edition of the "Directory of Libraries in the Chicago Area." *Philadelphia* recently published the sixth edition of its "Directory of Libraries and Informational Sources for Philadelphia Area." *Pittsburgh* held its first meeting with the Library Binding Institute during

the Institute's annual convention held in Pittsburgh, October 2, 1942.

Reports from other S.L.A. activities were all of a progressive nature. Among those of decided interest was the preparation by the *Museum* Group of a list giving the location of bibliographies, indices, etc., on subjects of value to the Group; the *Biological Sciences* Group announced that "The Directory of Special Collections and Services of Biological Science Libraries" is now in press and will sell for \$1.25; and the *Financial* Group has sponsored several articles on financial libraries which have appeared in banking magazines during October 1942. Sixty-eight subscriptions to the "Technical Book Review Index" for the Army Air Corps Technical Libraries were reported by the T.B.R.I. Committee Chairman. Extensive plans for a national membership drive were announced by the Membership Chairman of which full details will appear in a forthcoming issue of SPECIAL LIBRARIES. The Editor of the *Special Librarian Page* in *Wilson Bulletin* stated that this page would appear from now on five times a year and would be devoted to articles on "Special Libraries as Sources of War Information." The first of the series was written by Rose Vormelker and published in the November issue.

WAR ACTIVITIES COMMITTEE

The name of the old National Defense Committee was changed to "War Activities Committee" and all war efforts of S.L.A. will clear through this committee. When the Chairman of this committee is appointed, his or her name will be sent to all Chapter Presidents and Group Chairmen, with the request that he or she be kept informed of their war activities.

CONVENTION

A report from Chapters indicated that a majority of chapter members are in favor of a short convention in New York in June 1943. However, the Executive Board deferred a decision on this until the Spring Executive Board Meeting. Times are so uncertain the Executive Board felt it unwise to make plans at this time. If a convention is held it will be a short business session such as that held in Detroit this year.

LIBRARIES TO COOPERATE WITH OFFICE OF WAR INFORMATION

Following the reports and business of the meeting, the members of the Executive Board and Advisory Council were privileged to hear Mr. John Mackenzie Cory, Chief, Library Liaison Unit, Office of War Information, discuss "The Use of Library Resources in the War Effort." In his talk Mr. Cory laid special emphasis on the three points to be followed by each librarian in his endeavor to help the war effort: (1) keep informed; (2) cooperate with all libraries in your community and (3) assist Mr. Cory in making every library a special library.

CONCLUSION

The President will be glad to receive comments and suggestions from members on any or all subjects relative to Association affairs. The reactions of members are valuable to the Executive Board in arriving at decisions. The Executive Board extends its appreciation and gratitude to all those who presented their excellent reports for its consideration.

ELEANOR S. CAVANAUGH
President

EVENTS and PUBLICATIONS

If you have been born with a foreign sounding name and are considering changing it, you will be particularly interested in *WHAT'S YOUR NAME*. In this lively and entertaining book, Louis Adamic, the author, attempts to answer the questions:—to change or not to change; reasons for and against; who should and who should not. (New York, N. Y., Harper and Brothers, 1942, 248 p. \$2.50).

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The National Education Association, 1201 Sixteenth Street, N. W. Washington, D. C., has issued a review of pertinent facts on *FEDERAL AID FOR EDUCATION*. (32 p. gratis).

* * *

IMPROVE YOUR READING, a manual of remedial reading exercises, by Frances Oralind Triggs, sets forth assignments for five weeks and promises, if you faithfully follow the instructions, that you will read more easily and understandingly upon completion of this course. (Minneapolis, Minn., University of Minnesota Press, 1942, 127 p. \$1.00).

* * *

Ruth Savord, Librarian, Council of Foreign Relations, has compiled a particularly valuable directory of *AMERICAN AGENCIES INTERESTED IN INTERNATIONAL AFFAIRS* (New York, N. Y., The Council, 1942, 200 p. \$2.00). This volume gives up-to-date data on the many agencies in the United States dealing in one way or another with international affairs. A list of dormant and discontinued organizations has been included as well as two indices:—a Subject Index and a Personnel Index.

* * *

"Educational Work in the Life Insurance Field" is the title of an article by Maryalice Thoms, Librarian, Phoenix Mutual Life Insurance Company, Hartford, Conn., appearing in the September 1942 issue of the *Insurance Group Bulletin*, S.L.A.

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In *WARTIME CENSORSHIP OF PRESS AND RADIO* (New York, N. Y., H. W. Wilson Co., 1942, 297 p. \$1.25), Robert Summers tells the story of the development of censorship in World War II, with reference to its operation, its origin, its problems and its purpose by compiling a series of articles that have been written by authorities and which have appeared in recent periodicals. In doing this he has permitted all sides to speak. The book's bibliography is of great value to students who wish to continue the subject.

THE MEAT YOU EAT is a new report of considerable importance from the New York State Trichinosis Commission (New York State Legislative Document, No. 35, 1942, 139 p.) on meat production and inspection. The appendices of laws and regulations cover some forty pages. Conditions all over the state are described and remedies listed.

* * *

A PROGRAM FOR THE USE OF TAX-ABANDONED LANDS by the American Society of Planning Officials (1313 East 60 Street, Chicago, Ill. 1942. 40p. 50 cents) offers ideas for use of land that has been neglected by private owners.

* * *

Two important paper bound documents have been issued by the New York City Law Department. One is a *DIGEST OF ELECTION LAW DECISIONS* by Lewis Abrahams (1942, 117 p.) and the other, *ANNUAL SUPPLEMENT TO THE NEW YORK CITY CHARTER AND THE ADMINISTRATIVE CODE OF THE CITY OF NEW YORK, 1941-1942*. (1942, 150 p.) Both are sold by The City Record, 2213 Municipal Building, New York, N. Y. at fifty cents each. The latest supplement is not cumulative and must be used with the earlier edition which covers 1938-1941.

Another New York City publication, which has long been out of print, is also available from the same source at \$4.00 a set or \$1.00 a volume.

* * *

BUILDING LAWS OF THE CITY OF NEW YORK, 1942. The New York City Building Code as amended through 1941, the Multiple Dwelling Law, 1942, Fire Retarding Rules, the Zoning Resolution, Board of Standards and Appeals rules and other regulations on buildings are set forth. Some parts of the text have never been printed before.

* * *

An interesting article on "The Philadelphia Inquirer Library," by its Librarian, Paul P. Foster, will be found in the *Bulletin* of the Special Libraries Council of Philadelphia and Vicinity in its September 1942 issue.

* * *

For those interested in the art of silviculture and the application of silvicultural systems to various forest types, *AMERICAN SILVICS AND SILVICULTURE*, by Edward G. Cheyney, will prove of value. (Minneapolis, Minn., University of Minnesota Press, 1942, 472 p. \$5.00).

FACTS AND FIGURES ON WAR FINANCE, compiled by the Tax Foundation New York, N. Y. 30 Rockefeller Plaza, 1942, 37 p. (Price?) contains such data as national income and war expenditures, estimates of federal taxes, expenditures and debt, tax yields 1940-1944, corporation operating income, index of cost of living, etc.

* * *

Archives of Biochemistry, a new journal in biochemistry, is published by The Academic Press Inc., 125 East 23rd Street, New York, N. Y. Its purpose is to provide a medium of publication for scientific papers in the widening scope of biochemistry. The fields to be represented are: proteins, hormones, vitamins, viruses, enzymology, biochemical and biophysical research in chromosomes, metabolism, nutrition, photosynthesis, plant chemistry, organic chemistry as far as related to living organisms, colloid science in its biological application and chemotherapy. Two volumes per year are planned, each volume at \$5.50.

* * *

Robert B. Down's new book, *RESOURCES OF NEW YORK CITY LIBRARIES*, will fill a long-felt need. Arranged under sixteen chapters, each covering a large subject field, it contains holdings and resources of 400 New York libraries. A 38-page index lists approximately 4,000 separate subjects (Chicago, Ill., American Library Association, 1942, 442 p. \$4.50).

* * *

Who's Who in Aviation is an authentic, comprehensive and up-to-the-minute biography of more than 400 men and women associated with American aviation (Chicago, Ill., Ziff-Davis Publishing Co., 1942, 486 p. \$5.00).

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Microfilms Inc., has recently issued a *PRELIMINARY LIST OF FOREIGN PERIODICALS CURRENTLY AVAILABLE ON MICROFILM* (Ann Arbor, Mich., Microfilms Inc., 1942, 8 p. Price?). The periodicals included are those which Microfilms Inc. believes can be currently furnished on positive microfilm during the coming year.

* * *

Those who would turn a hobby into a profession will be interested in a six-page leaflet on *OCCUPATIONS in Music*, describing the nature and variety of jobs in the field, earnings, training required, probable trends, other advantages and disadvantages. References for further reading are included. Single copies, 25 cents each, cash with order, from Occupational Index, Inc., New York University, New York, N. Y. In quantities the price is \$5.00 a hundred. This is one of a series covering 67 different occupations.

Manufacturers are faced with the urgent necessity of employing and training women as semi-skilled machine operators, inspectors and for many other war production jobs. *WOMANPOWER TO SUPPLEMENT MANPOWER* (Hartford, Conn., Manufacturers Association of Connecticut, 1942. 32p. gratis) attempts to answer the question. How fast can we move?

* * *

If you or someone you know is considering taking a job in a defense plant, *Kenneth C. Hawthorne's HOW TO GET AHEAD IN A DEFENSE PLANT* (New York, N. Y., Thomas Y. Crowell Co., 1942, 270 p. \$2.50) will supply you with fundamental facts on measurements, blueprints, mathematics, metallic compounds and other general subjects.

* * *

Elmer Davis, Director of the Office of War Information, has issued regulations governing the cutting down of government publications and mailing lists and the curtailment of non-essential informational activities. These include discontinued Annual Reports, Yearbooks and many serials which heretofore have been published. Copies of the releases giving this data may be secured from the Office of War Information, Washington, D. C.

* * *

Bibliographies:

BIBLIOGRAPHY OF ECONOMIC AND SOCIAL STUDY MATERIAL; booklets, motion pictures, slide films, lantern slides, transcriptions and posters. (New York, N. Y., National Association of Manufacturers, March 1942, 46 p.) Annotated.

CONVERSION OF THE AUTOMOTIVE INDUSTRY; a selected bibliography. Compiled by Anita Maltz and Idair Smookler. (Washington, D. C., Office of Emergency Management Library, August 1942, 24 p.) Annotated.

ECONOMICS OF SYNTHETIC RUBBER; a selected bibliography, containing references published in the English language from 1939 to June 1942 on the production, properties and uses of synthetic rubber. Compiled by Idair Smookler. (Washington, D. C., Office of Emergency Management Library, July 1942, 44 p.) Annotated.

EFFECT OF WAR ON THE COST OF LIVING; a selected list of references, revised edition. Compiled by Ann Duncan Brown. (Washington, D. C., Library of Congress, Division of Bibliography, 1942, 32 p.)

GENERAL BIBLIOGRAPHY ON INTERNATIONAL ORGANIZATION AND POST-WAR RECONSTRUCTION. Prepared by Hans Aufricht, Research Assistant, Commission to Study the Organization of Peace, 8 West Fortieth Street, New York, N. Y. (Published in the *Bulletin* of the Commission, May-June 1942, 28 p.)

LIST OF REFERENCES ON THE VETERINARY PROFESSION AND ITS PLACE IN THE WAR WORLD. Compiled by Florence Harden. (Philadelphia, Pa., University of Pennsylvania, School of Veterinary Medicine, May 1942, 11 p.)

LIST OF REFERENCES TO MAGAZINE ARTICLES ON TUBERCULOSIS, NATIONAL DEFENSE AND WAR. (New York, N. Y., National Health Library, 1790 Broadway, May 1942, 7 p.)

MILITARY GOVERNMENT; a selected bibliography including references to material on martial law and military occupation in theory and practice. Compiled by Idair Smookler. (Washington, D. C., Office of Emergency Management Library, June 1942, 5 p.) Annotated.

OFFICIAL WAR PUBLICATIONS; guide to state, federal and Canadian publications, second supplement to *Official Defense Publications*. Compiled by J. K. Wilcox. (Berkeley, Cal., University of California, Bureau of Public Administration, June 1942, 212 p.)

PLASTICS IN PERIODICALS, 1935-1941; a bibliography. Compiled by Norris Bleyhl and Ralph Hagedorn. (Philadelphia, Pa., Temple University, Sullivan Memorial Library, Periodical Department, 1942, 27 p.)

POSTWAR PLANNING—A READING LIST. Compiled by Mrs. Constance H. Brown, Librarian, American Public Welfare Association, Chicago. Reprinted from the *Booklist*, May 1, 1942. (Chicago, Ill. American Library Association, 6 p. 25 copies, 75 cents.)

RATIONING; a selected list of references. Library List No. 3. Compiled by Annie M. Hannay. (Washington, D. C., United States Department of Agriculture Library, July 1942, 60 p.) Annotated.

SABOTAGE AND ITS PREVENTION. War Bibliographies No. 1. Compiled by Dorothy Campbell Tompkins (Berkeley, Cal., University of California, Bureau of Public Administration, August 1942, 24 p.)

SELECTED LIST OF BOOKS (IN ENGLISH) ON LATIN AMERICA. Bibliographic series no. 4, sixth edition, revised and enlarged. (Washington, D. C., Pan American Union, Columbus Memorial Library, May 1942, 69 p. 25 cents.)

SELECTIVE BIBLIOGRAPHY OF AVIATION LAW. Compiled by Adrian A. Paradis, Librarian, Aviation Law Library, Chadbourne, Wallace, Parke & Whiteside, New York, N. Y. (Published in the *Legist*, June 1942, Supplement 2, 8 p.)

SOME RECENT BOOKS FOR AVIATION MECHANICS. (Washington, D. C., Library of Congress, Division of Aeronautics. 1942.¹ Sheet, mimeographed)

SPONGE IRON; a selected list of references. Compiled by Idair Smookler. (Washington, D. C., Office of Emergency Management Library, August 1942, 5 p.) Annotated.

SYNTHETIC RUBBER; some recent references to American publications. Compiled by Bradford A. Osborne. (Tulsa, Oklahoma, Tulsa Public Library, Technical Department, August 1942, 17 p. 10 cents.)

TOOLS OF VICTORY FOR THE BATTLE OF PRODUCTION; highlights on the tech books of the day in several leading war production fields. (Detroit, Mich., Detroit Public Library, Technology Department, 1942, 100 p. 50 cents. Supply limited.)

TRAINING FOR WAR; a selected reading list. Compiled by Eugene D. Hart and Johanna E. Allerding. (Published by the American Library Association, Chicago, Illinois, in the *Booklist*, June 15, 1942, Part 2, pp. 397-415, 25 cents.)

NOVEMBER FORECASTS OF Forthcoming Books

(Where the publisher has supplied the price and a brief description of the book, these have been included)

A LATIN AMERICAN SPEAKS, by L. Quintanilla. Macmillan. New York, N. Y. Price \$3.00. "Many books have been written about the two Americas and their joint concern with world affairs by Americans and from the North American point of view. This book is by a Latin American and written from South America's angle."

AND JUSTICE FOR ALL, by H. Heymann. Harper, New York, N. Y. Probable price \$3.00. "This volume views the social, political, economic and intellectual problems of a world in process of unification and suggests how the intellectual forces and the various social institutions of our times can be shaped toward a world organization which will more nearly assure peace."

ARMY ENGINEERS IN REVIEW, by Captain B. Leyson. E. P. Dutton & Co. Inc., New York, N. Y. Price \$2.50. "Here is the story of the modern army's first-line fighters—the invaluable Engineers, without whose services the army couldn't roll."

CATALOGING A LAW LIBRARY, by E. Basset. H. W. Wilson, New York, N. Y. Price \$5.00. "This book presents all the general principles and practices followed in ordinary cataloging, and in addition, it treats in detail the special problems of law cataloging, such as legal subject headings and legal classification."

CHEMICAL ENGINEERS' MANUAL, by D. B. Keyes and A. G. Deem. John Wiley & Sons, Inc., New York, N. Y. Probable price \$2.50. "Noteworthy for containing commonly used equations used in problems on heat transfer, fluid flow, diffusional operations, distillation, evaporation, etc. Also, tables of

data necessary for both student and practicing chemical engineer."

ECONOMY LOADING OF POWER PLANTS AND ELECTRIC SYSTEMS, by M. J. Steinberg and T. H. Smith. John Wiley & Sons, Inc., New York, N. Y. Probable price \$3.50. "Mathematical and non-mathematical treatment of the subject, appealing to both theoretical and practical-minded engineers and operators."

EXPERIENCING AMERICAN PICTURES—A CRITICAL APPRAISAL, 1932-1942, by R. M. Pearson. Harper, New York, N. Y. Probable price \$3.00. "Here is a study of the pictures of our own day in terms of the experience they bring to those who look at them. How to make the viewing of pictures stimulating, fruitful and rewarding as a personal experience is the author's aim. His own appraisals of the success of individual pictures is provocative, incisive and revealing."

FREEDOM FROM CHAOS, by J. T. Whitaker. Macmillan, New York, N. Y. Price \$2.75. "Why are we fighting, and toward what goals? A noted foreign correspondent sets forth here his credo for a post-war world based on a realistic and first-hand knowledge of the major world powers during the past decade."

FUTURE OF THE UNITED NATIONS, by M. Straight. Harcourt, Brace & Co., New York, N. Y. Probable price \$2.00. "This book combats the idea that nothing good can come from war, and maintains that even during the course of this war a peaceful world-society can be prepared."

GOOD NUTRITION FOR EVERYBODY, by L. J. Bogert. University of Chicago Press, Chicago, Ill. Price \$1.50. "With food prices higher in wartime, and certain foods becoming scarcer, every woman needs to know which of the less-expensive and available foods provide the nutrition needed for health and the cooking methods which will make these goods tasty."

HISTORICAL GEOLOGY OF THE EASTERN AND CENTRAL UNITED STATES; OR STATIGRAPHY, by C. Schuchert. John Wiley & Sons, Inc., New York, N. Y. Probable price \$15.00. "Discussion of Stratigraphic sequences in 30 states, listing and describing numerous formations, citing original places of definition and other references, together with synonyms."

MEDIEVAL AMERICAN ART, by P. Kelemen. Macmillan, New York, N. Y. Vol. II, Price \$15.00. "Copious material was collected over a period of ten years during which Mr. Kelemen made three trips to Latin American and two to Europe. From nearly 12,000 photographs, 980 have been selected for the book. Sixty-seven museums and private collections in the United States, Spanish America and Europe are represented, and 51 archaeological sites included."

METAL DATA, by S. L. Hoyt. Reinhold Publishing Corporation, New York, N. Y. "A handbook of the

properties of metals and their alloys that will be indispensable to metallurgists and engineers."

MORAL IDEALS OF OUR CIVILIZATION, by R. A. Tsanoff. E. P. Dutton & Co., Inc., New York, N. Y. Price \$5.00. "In this remarkable book Dr. Tsanoff takes us on a fascinating journey, introducing us to the great names of Philosophy, Religion and General Literature, from Socrates, the pioneer of moral philosophy, down to our own time, and to the towering geniuses who have thought about man's relationship to the universe and to his fellows."

NOXIOUS GASES, by Y. Henderson and H. S. Haggard. 2nd ed. Reinhold Publishing Corporation, New York, N. Y.

PHILHARMONIC-SYMPHONY SOCIETY OF NEW YORK—ITS FIRST HUNDRED YEARS, edited by J. Erskine. Macmillan, New York, N. Y. Price \$2.00. "This book is of value as evidence of the progress of American musical taste during the last century."

PRICE CEILINGS AND PRICE CONTROL—WHAT, WHY AND HOW, by J. Hirsch. Harper, New York, N. Y. Probable price \$3.00. "This book represents a clear and simple statement of the lessons of price control abroad and of methods now being employed. It includes a practical exposition of present price control legislation as it may finally be adopted in Washington. A book for all business men concerned with the pricing of commodities and with price levels."

PSYCHOLOGY OF SUPERVISING THE WORKING WOMAN, by D. A. Laird. McGraw-Hill, New York, N. Y. "Research librarian Eleanor Leonard, Dr. Laird's associate at Rivercrest Laboratory, Middle Haddam, Conn., is co-author with the psychologist. As brisk and interesting in style as it is illuminating in content, this book is a pioneer on the subject of supervising women. Problems peculiar to women are frankly discussed, with lucid summaries of the findings of endocrinologists and psychiatrists."

STANDARD OF LIVING IN 1860: AMERICAN CONSUMPTION LEVELS ON THE EVE OF THE CIVIL WAR, by E. W. Martin. University of Chicago Press, Chicago, Ill. Price \$4.50. "In this first full-size inquiry into material conditions during a period marking a terminal point in economic history in the United States, Mr. Martin explains why the level of consumption was what it was, the forces tending toward raising the level, and the circumstances which stood in the way of greater increases."

WORLD'S GREAT RELIGIOUS LITERATURE, by W. L. Phelps. Macmillan, New York, N. Y. Price \$3.50. "This book represents a wide selection from American and British sources as well as translations from Continental literature."

[This column will be omitted after the December 1942 issue unless there are sufficient requests for its continuance.]

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Announcements

National Advertising Section Formed

For more than five years the S.L.A. New York Chapter has had a very enthusiastic Advertising Section, which at present numbers 63 members. Last April, 21 members of this Section, whose primary library interest was Advertising, signed a petition to the national S.L.A. Executive Board for the formation of a National Advertising Group. This petition was presented to the Executive Board of the National Association at its meeting on October 16 and unanimously approved. The Executive Board further appointed Delphine V. Humphrey, Librarian of McCann-Erickson, Inc., as temporary chairman.

Miss Humphrey is now hard at work organizing the group and hopes in the not too distant future to issue an Advertising Group Bulletin. She asks that anyone who wishes to receive the Bulletin write her in care of McCann-Erickson, Inc., 50 Rockefeller Plaza, New York, N. Y. She also will appreciate receiving suggestions and contributions as to group projects.

Annual Library Publicity Awards Postponed

In line with A.L.A.'s wartime policies, the annual Library Publicity Awards competition, sponsored by the *Wilson Library Bulletin* and the A.L.A. Public Relations Committee, will be postponed until the next A.L.A. Convention is scheduled.

A New Library in Montevideo, Uruguay

A library of the United States culture will be opened in Montevideo, Uruguay, in the near future. Arthur E. Gropp, librarian of the Middle American Research Institute at Tulane University, New Orleans, has been employed by the American Council of Learned Societies for this purpose and is now in Montevideo to establish and direct the library.

The library will be established along lines similar to the recently inaugurated Benjamin Franklin Library in Mexico City which was organized by the American Library Association and opened in April 1942. The library in Montevideo will be established not only for the purpose of acquainting Uruguayans with United States culture, but also for cooperation with libraries of that country.

War Activities Committee

As we go to press, news comes to us that Mr. Phillips Temple, Librarian of the Riggs Memorial Library, Georgetown University, Washington, D. C., and President of S. L. A. Washington, D. C. Chapter, has been appointed Chairman of the new S. L. A. War Activities Committee. Mr. Temple is in touch with Mr. Cory of the Library Liaison Unit of the Office of War Information, Washington, D. C., and is also offering services of S. L. A. to the new Research Library of the War Production Board, Washington, D. C.

Patients' Libraries Group Formed in S.L.A. New York Chapter

In March of this year the Patients' Libraries Group of the S.L.A. New York Chapter was formed and Mrs. Louise Heinze, Librarian of the Patients' Library, Presbyterian Hospital in the City of New York, The Institute of Ophthalmology, The Sloane Hospital for Women, New York, N. Y., elected its first chairman. Miss Mildred Schumacher, Director, Hospital Library Bureau, United Hospital Fund, New York, N. Y., is the present chairman.

The Union Catalog of Art Books in Chicago

The Union Catalog of Art Books in Chicago, in process of compilation since August 1940, now offers assistance in locating books in the fields of art, archeology, book arts, landscape architecture, numismatics, etc. It contains some 50,000 main entries, representing the art material in the Art Institute of Chicago (Ryerson and Burnham), Chicago Public, Field Museum, John Crerar, Newberry and University of Chicago Libraries. Miss Ruth E. Schoneman, Editor, will be glad to answer inquiries.

Married

Leslie Reid French, Connecticut State Library, Hartford, Conn., is now Mrs. Homer Morrison.

Delphine V. Humphrey, Librarian of McCann-Erickson, Inc., New York, N. Y., was married September 5, 1942 in Connecticut, to Mr. Jules Wellens.

James F. Ballard Honored

On Friday, October 23, 1942, the Boston Medical Library held "open house" for fellows, members and friends of the library and of the director, Mr. James F. Ballard, in honor of his completion of fifty years' service to the library.

Katharine L. Sharp Scholarship

The Katharine L. Sharp scholarship, which carries a stipend of \$300 and exemption from tuition, will be awarded by the faculty of the University of Illinois Library School in March 1943. The award is made for the second year of study in Library Science. Application should be filed with the Director of the School, Dr. Carl M. White, Urbana, Illinois, before March 1. Application blanks may be secured upon request.

For admission to graduate courses in Library Science at the University of Illinois, applicants must have had four years of academic study plus one year in Library Science, all with superior scholarship records. They should present a reading knowledge of two modern foreign languages, one of which must be French or German. They should have had desirable experience and be adequately matured to profit from graduate study. The applicants should have a thesis topic in mind.

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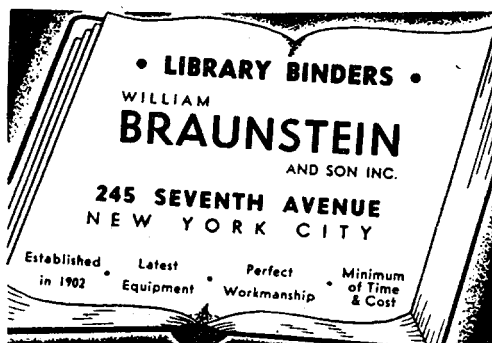
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Appointments

Miss Ruby L. Collins formerly of the Union Carbide and Carbon Chemicals Corporation Library, New York, N. Y., is now librarian of Baker & Company, Newark, N. J., succeeding Mrs. Mildred B. Richards.

Miss Elma T. Evans, Chairman of the S. L. A. Methods Committee, and formerly of the Research Library of the Atlas Powder Company, Wilmington, Del., has become librarian of the Curtiss-Wright Aeronautical Corporation, Buffalo, N. Y.

Miss Cynthia Griffin formerly librarian of the Cincinnati Art Museum is now librarian of the University Museum, University of Pennsylvania, Philadelphia, Pa.

Miss Florence Hayes formerly assistant librarian of the Engineering Library of Columbia University, New York, N. Y., is now librarian of the Carrier Corporation, Syracuse, N. Y.

Miss Muriel G. White formerly of the New York Public Library is now with the Rockefeller Foundation, New York, N. Y.

Miss Julia M. Macbeth has resigned her position with the Brooklyn Public Library and is now with the Kings County Hospital Library, Brooklyn, N. Y.

Miss Martha Frey is re-organizing the library of the Metropolitan Hospital, New York, N. Y.

Miss Elizabeth Bachrach, Ph.D., formerly of Villanova College Library, Villanova, Pa., is now assistant librarian of the Business Library of Temple University, Philadelphia, Pa.

Miss Mary Louise Alexander formerly librarian of the Office of Civilian Defense, Washington, D. C., is organizing the library of the Office of Price Administration, New York, N. Y.

Miss Jessie Tierney has been appointed librarian of Pace Institute Library, New York, N. Y., succeeding Miss Eileen E. Lever.

Miss Mary D. Phillips is now librarian of the American Institute of Banking, New York, N. Y., succeeding Miss Floy Sadler.

Katharine Kral, formerly librarian at Brush Development Co., Cleveland, Ohio, is now librarian at the National Acme Co., Cleveland, Ohio. Her former assistant, Lois Crane, is the new librarian at Brush Development Company.

Helen M. Focke has left the Technology Division of Cleveland Public Library to become librarian of Case School of Applied Science, Cleveland, Ohio.

Mrs. Marjorie Jackman Hoyler, formerly Assistant Librarian has been appointed Librarian of the National Oil Products Company, Harrison, N. J., to succeed Mrs. Sally Pruden Kynor, who resigned. Mrs. Rayone Mook of the Newark Public Library, has been appointed Assistant to Mrs. Hoyler.

Science-Technology Group

The Science-Technology Group announces the following officers for the following year. The Chairman, Vice-Chairman and Secretary, all of whom are serving a second term, were elected at the Detroit Convention. The Section Chairmen have recently been appointed by the Group Chairman.

Chairman: Miss Elsie L. Garvin, Librarian, Research Library, Eastman Kodak Company, Rochester, New York.

Vice-chairman: Mr. Ernest F. Spitzer, Librarian, Consolidated Oil Corporation, New York, New York.

Secretary: Miss Catherine G. Deneen, Librarian, Corning Glass Works, Corning, New York.

Chemistry Section: Miss Guinevere Crouch, Montana School of Mines, Butte, Montana.

Engineering-Aeronautics Section: Mrs. Ruth McG. Lane, Chairman, *Vail Librarian*, Massachusetts Institute of Technology, Cambridge, Massachusetts.

Miss Patricia Kelly, Co-chairman, Librarian, Douglas Aircraft, Inc., Santa Monica, California.

Petroleum Section: Miss Miriam Treffeisen, Librarian, M. W. Kellogg Company, New York, New York.

Public Utilities Section: Miss Anita Glienke, Librarian, Milwaukee Gas Company, Milwaukee, Wisconsin.

More S.L.A.-ers Called to the Colors

Eugene D. Hart, formerly Librarian of the Pacific Aeronautical Library of the Institute of the Aeronautical Sciences, Hollywood, California, is now with the Army. His new address is Capt. Eugene D. Hart, A.C., Bombardier School Hdqtrs., Army Air Base, Carlsbad, N. M.

Mr. Paul M. Leurig of Jacksonville, Ill., is now Capt. Paul M. Leurig, Aaf-Pfs (B-N) Monroe, La.

Miss Ethel H. Bailey, who for the past seven years has served as Technical Librarian of the Montclair Public Library, Montclair, N. J., has been called to the United States Army Signal Corps as Administrative Officer at Camp Evans, Belmar, New Jersey.

More and more of our members are joining the WAACS and the WAVES. The following names were received by the Editor as we went to press: Miss Katherine C. Doe, formerly Librarian, Methods Department, Prudential Insurance Co. of America, Newark, N. J. (WAVES); Miss Eleanor Gibson, formerly Librarian, Research Department, Aetna Casualty and Surety Co., Hartford, Conn., (WAACS); Miss Miriam Firts, formerly Librarian, National Life Insurance Co., Montpelier, Vt. (WAVES); Miss Pauline McNally, formerly Head of the Station Department, Waterloo Public Library, Waterloo, Iowa (WAACS); Miss Virginia Small Allan, formerly Librarian of the Rye School, Post Road, Rye, N. Y. (WAVES); and Miss Virginia Snow, formerly with Jackson and Moreland, Boston, Mass. (WAACS).

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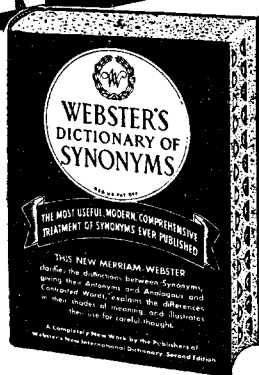
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